Lost and Found Property

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Key terms	Estate/Facilities management/Security
Purpose	To establish a procedure for the handling of lost and found property across the University.

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a professionally managed and secure lost and found service for all staff and students within the University of St Andrews.

This SOP provides instruction and guidance to all staff within the University of St Andrews who in the course of their work deal with

<u>Found Property</u>

On receipt of found property it will be the responsibility of an appropriate person identified by the relevant school or unit to make initial and reasonable efforts to identify the owner of the property and arrange for its return. If unsuccessful the property should be delivered without delay to one of the Lost/Found Property Offices.

There will be no need to record or deliver items with little or no value such as disposable stationery or items that would ultimately pose a biological hazard if stored, such as water bottles. Schools and Units may, if they wish, retain these items locally for a short period to allow owners the opportunity to reclaim their property then dispose of them locally.

Lost/Found Property Offices

All found items that are to be recorded and stored should be taken to one of the following Lost/Found Property Offices.

1. Porters Lodge / 93 North Street
2. St Mary's Janitors
3. Physics Janitors
4. Chemistry Janitors
5. Medicine Janitors
6. The Main Library
7. Agnes Blackadder Hall
8. Andrew Melville Hall
9. David Russell Apartments
10. McIntosh Hall
11.

David Russell Apartments	drareception@st-andrews.ac.uk	01334 467100
McIntosh Hall	mchall@st-andrews.ac.uk	01334 467035
St Regulus Hall	regshall@st-andrews.ac.uk	01334 467065
St Salvator's Hall	st-salvators@st-andrews.ac.uk	01334 467147
University Hall	unihall@st-andrews.ac.uk	01334 467165
Sports Centre	Saintsdutymanager@st-andrews.ac.uk	013344 62187
Students Union	union@st-andrews.ac.uk	01334 462700
The ASC	theasc@st-andrews.ac.uk	01334 461714
Security Control Room	security@st-andrews.ac.uk	

This SOP will not apply to property found by schools or units when clearing any workspace after a staff member has left our employment. It will be the responsibility of the school or unit to arrange the disposal or return of that property. Schools and units will not utilise the 'notlost' platform for this purpose.

Health & Safety

Safety precautions must be taken when handling drugs, knives or unhygienic items. P.P.E. such as rubber gloves, protective gloves, and / or protective glasses must be worn. If staff members are unsure they must contact the Security & Response Team, Security Manager / Deputy or Bedellus for advice / assistance.

Admin

Items of found property handed in must be clearly labelled and stored securely within the Lost/Found Property Office.
Each office has at least one staff member with administration rights. It is their responsibility to oversee the storage and ultimate disposal of unclaimed found items.

Items Reclaimed by Owner

Where a recorded item is reclaimed by its owner the staff member should satisfy themselves of the identity of the claimer (photographic identification) and their right of claim to the property (i.e. able to provide an accurate description without having been shown the item). Once satisfied the item should be returned to the owner and the "notlost" database updated.

Disposal of items

Any item of found property handed into a University Lost/Found Property Office will be retained for a minimum of 2 months before disposal. It will be the responsibility of the relevant office administrator0.7(f)7(o)-6(u0.0000088)-6(l(a)14(g)-6(e--6( )7(t)7(h)-6(e)-6( )](t)7(h)-6((o)-6(p)-(